

2 OCT 1962

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Office of Security Annual Report  
for Fiscal Year 1962

1. This memorandum is for information only.
2. This report presents a statement of Office of Security objectives for Fiscal Year 1963, (Tab A).
3. It also presents items of interest concerning noteworthy accomplishments and activities of the Office during Fiscal Year 1962, (Tab B).
4. Included also are statistics for the past five years covering certain physical security operations and some activities involving the Security control and support of Agency and personnel activities. It also presents statistics on various miscellaneous activities of the Office during Fiscal Year 1962, (Tab C).
5. In chart form, the report presents statistics representing work loads involving investigations, clearances, and operational support (Charts #1 through #7). As an aid in analyzing the chart material, explanations accompany each chart and are placed in such a manner that they may be read while examining the chart without turning the pages.
6. A study of the charts reveals the following trends:
  - a. Chart #1: The receipts of overt and semi-covert cases rose from 17,775 to 19,656, which represents a new five-year high.
  - b. Chart #2: The number of staff applicant cases received showed a sharp increase from 3609 to 4414, also a new five-year high. Approval of staff applicants showed a sharp increase from 1806 to 2914. The number of disapprovals increased from 149 to 247.

c. Chart #3: The average number of days necessary to process applicant-type cases rose from 82.3 days to 91.2 days.

d. Chart #4: The number of receipts of covert cases declined slightly from 19,435 to 19,227.

e. Chart #5: The number of full field investigative cases received increased very substantially from 14,912 to 18,041.

f. Chart #6: The number of man hours expended on  a downward trend from

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g. Chart #7: An increase in the total number of security violations occurred. The figure rose from 764 to 862. Headquarters violations showed an increase from 439 to 574; overseas violations showed a decrease from 325 to 288.

7. For your further information, it is noted that a major organizational change occurred during Fiscal Year 1962. This involved the creation of a new Staff entitled Special Security Clearance and Control Center which was organized to implement the agreement of 2 May 1962 between the Director of Central Intelligence and the Under Secretary of Defense concerning Agency and Office participation in NRO activities.

Sheffield Edwards  
Director of Security